



# Terms of Reference: CoGS Review

## Purpose of the Review

The external review of the College of Graduate Studies is a mechanism for quality assurance and improvement and an opportunity for learning, sharing, and creating a collective vision for the College and the communities it serves. The review should recognize good practices, successful outcomes and strengths, as well as provide recommendations for innovation and improvements. The external review process allows for evaluation, planning and prioritization of short- and long-term goals for the College.

## Background Materials

- The Okanagan ASPIRE document ([Aspire: Envisioning our Future](#))
- UBC Strategic Plan ([Shaping UBC's Next Century](#))
- [UBC Indigenous Strategic Plan](#)
- [UBC StEAR Framework](#)
- The College of Graduate Studies self-study document

## Mandate

The review team will consider all relevant documents and materials and meet with the Dean and Associate Deans, faculty, staff, postdoctoral fellows and students during a site visit. The review team will submit a report within 30 days of the site visit to the UBCO Provost office ([ubco.provost@ubc.ca](mailto:ubco.provost@ubc.ca)).

Without limiting its overall mandate, the External Review Committee should:

1. **Graduate Education:** Review and evaluate the College of Graduate Studies' responsibilities for leadership, oversight, and administration of graduate programs at UBC Okanagan, and compare the performance of the College to that of its national and international peers.
2. **Postdoctoral Training:** Review and evaluate the role of the College in supporting and fostering postdoctoral training opportunities by providing administrative support and advocacy for postdoctoral scholars.
3. **Student Academic Experience and Support:** Assess the satisfaction and quality of students' academic experience from first contact through graduation and beyond, considering student morale, retention and time-to-completion.



- a. How does the College, in collaboration with graduate programs, support the academic, professional, and personal success of graduate students at UBC Okanagan?
  - b. To what extent does the College support historically, persistently, or systemically marginalized students, including Indigenous students?
  - c. How does the College ensure that graduate students and postdoctoral scholars are well advised and supported by their supervisor(s) and graduate programs?
4. **Professional Development:** Review and evaluate how the College, in collaboration with campus partners, supports professional development and networking for graduate students and postdoctoral scholars.
5. **Leadership and administration:** Review and evaluate the governance, organizational structure, leadership, strategic planning, and administration of the College, including the promotion of diversity. Review relevant support systems both within the College and across campus. The reviewers should consider the degree to which governance is transparent, responsive, and accessible to the graduate and postdoctoral communities.
6. **People, environment and culture:** Assess the working and educational environment, morale, and institutional culture of the College, as reflected in the experiences of faculty, staff, postdoctoral scholars, and students. The review should consider support for career advancement, professional development, advising, and workloads of the College's administrative team, with special attention to the College's support of equity and inclusion.
7. **Community Engagement:** Assess the nature, scope, and effectiveness of the College's outreach activities and the communities' levels of satisfaction with them.
8. **Support for the University's and Campus Strategic Plans:** Determine the extent to which the College reinforces the key commitments of UBC and UBC Okanagan strategic plans through its policies and activities.
9. **Physical Infrastructure:** Assess the range and quality of facilities at UBC Okanagan to support graduate education and postdoctoral training and determine whether the College is appropriately housed and equipped to meet the needs of staff, students, and postdoctoral scholars.
10. **Financial Planning and Resources:** Evaluate the financial resources of the College, including its administrative and student support budgets, and assess if the College is sufficiently staffed to support its educational, administrative, and leadership mission.
11. **Future development:** Review the College's strategic plans for the next five years and identify its challenges and opportunities. Recommend possible directions for the future growth and development of graduate education at UBC Okanagan.